

ORACLE DISCOVERER VIEWER

Updated 4/20/2002

Background

Oracle Discoverer Viewer is a web based reporting tool that allows the user real time access to their organizations Financials data. Discoverer Viewer looks at the relational database, which is an organized collection of information stored in tables and rows, and uses a computer language called Structured Query Language (SQL) to retrieve the requested information. Workbooks are created in the Discoverer End User edition and shared to Discoverer Viewers.

Where to access Discoverer

Discoverer can be accessed via a link on the customer's web page as follows:

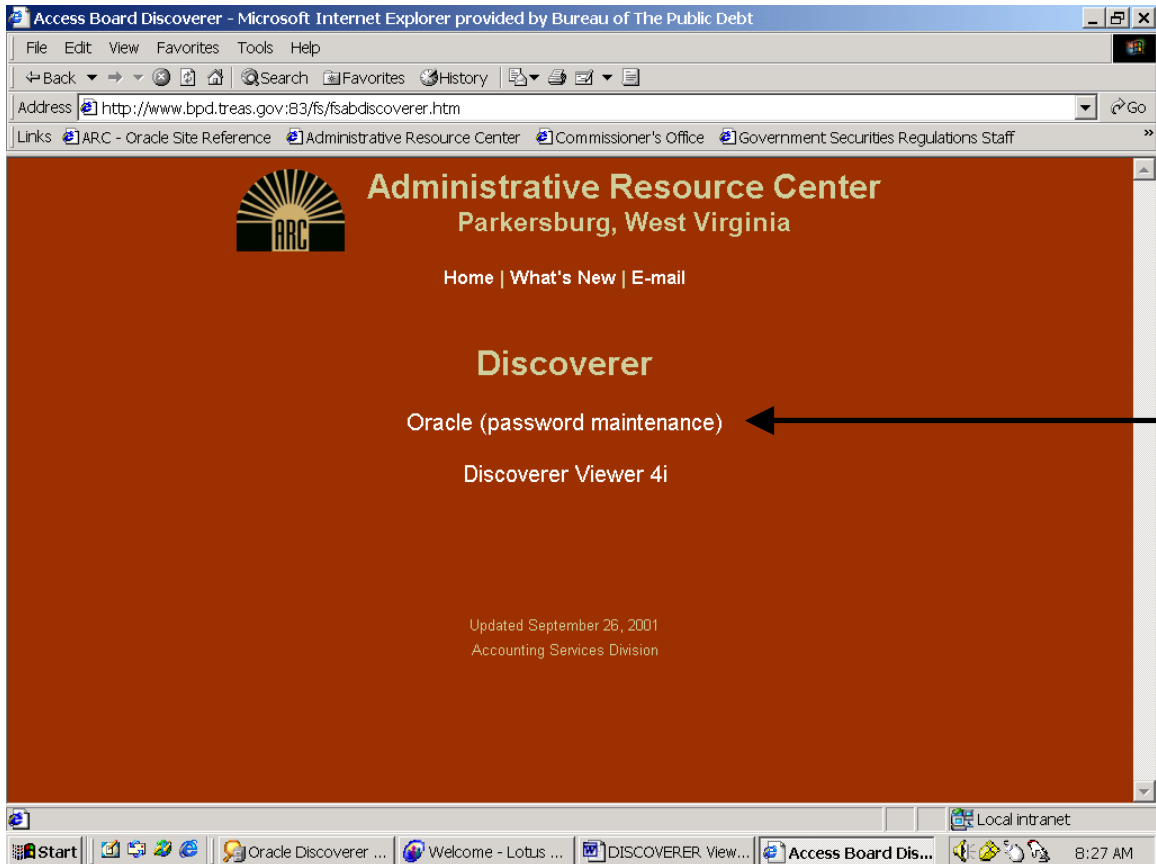


Enter the following:

Step Number	Field Name	Description	Step
1	DISCOVERER	Web link (see arrow above)	Click the Discoverer web link

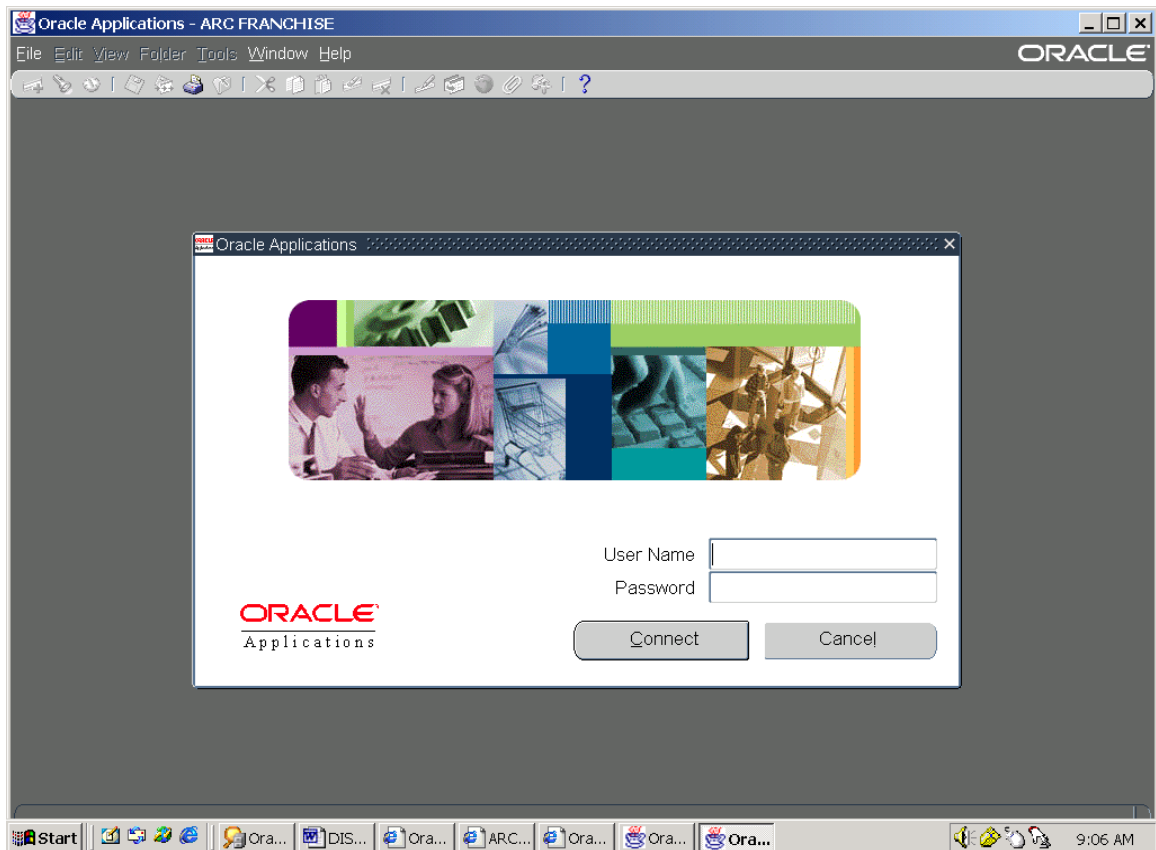
Password Maintenance

Discoverer requires users to reset their password initially and annually. Follow the procedures below to reset a password.



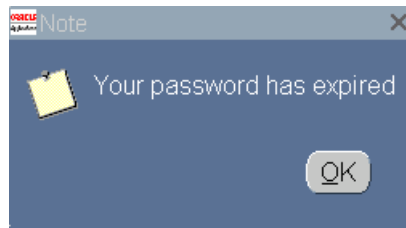
Enter the following:

Step Number	Field Name	Description	Step
1	Oracle (password maintenance)	Web link (see arrow above)	Click the Oracle (password maintenance) web link



Enter the following:

Step Number	Field Name	Description	Step
1	Username	Oracle Discoverer Username	Enter your username
2	Password	Oracle Discoverer Password	Enter your password



Enter the following:

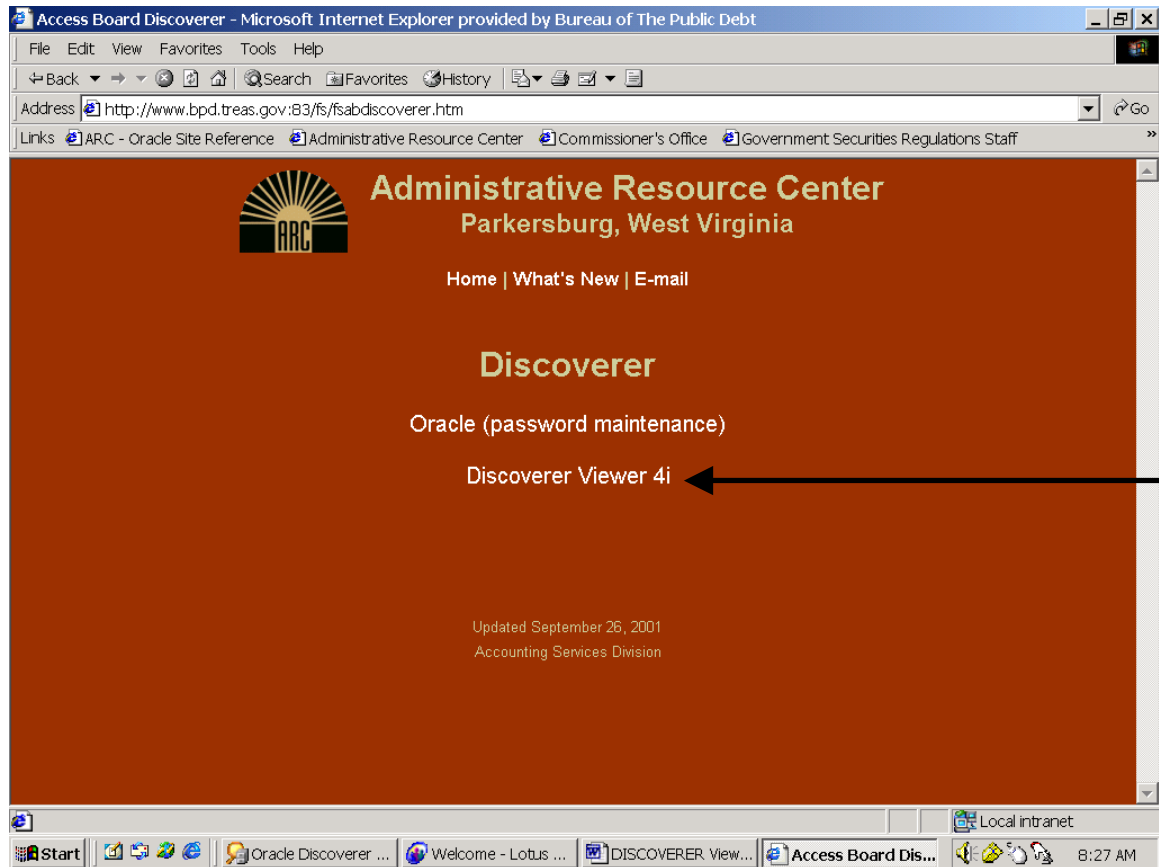
Step Number	Field Name	Description	Step
1	Ok	Button	Click the button

Enter the following:

Step Number	Field Name	Description	Step
1	Old Password	Old Discoverer Password	Enter your old password
2	New Password	New Discoverer Password	Enter your new password
3	Re-enter New Password	New Discoverer Password	Enter your new password
4	Ok	Button	Click the button

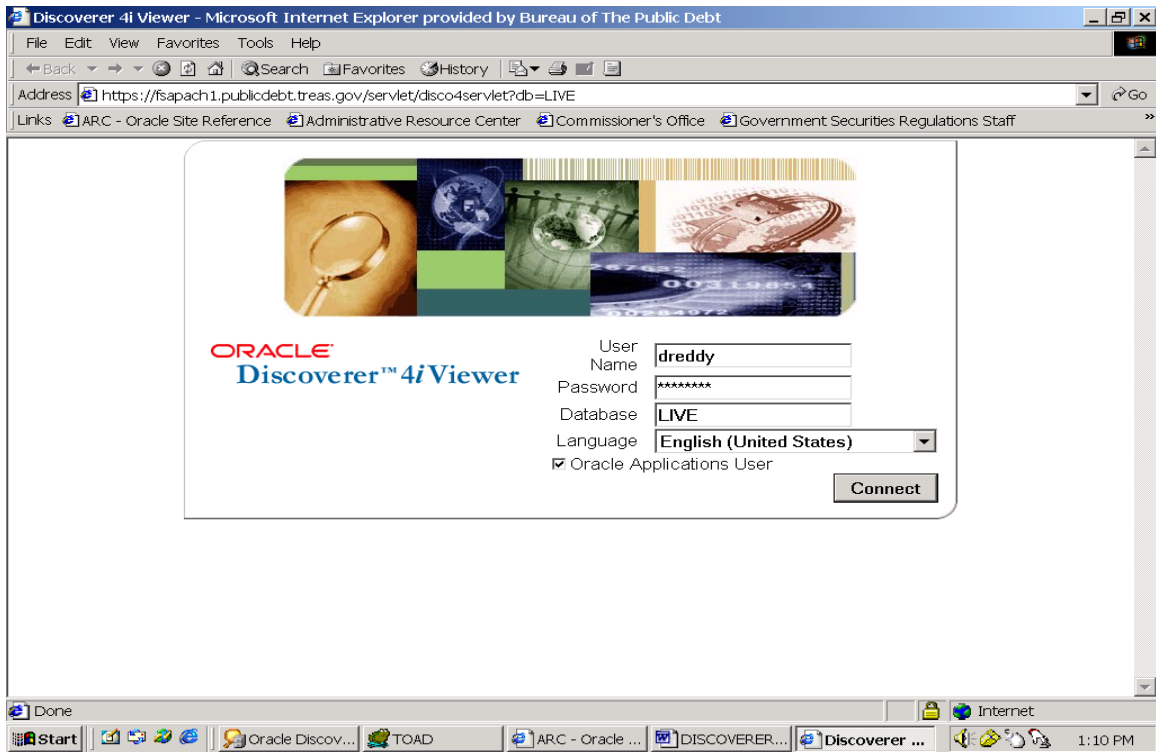
Note: Passwords must be at least 8 characters in length and contain at least one number. If two numbers are used they **'cannot'** be repeated after one another ex. 'welcome22.'

Accessing Discoverer Viewer



Enter the following:

Step Number	Field Name	Description	Step
1	Discoverer Viewer	Web link (see arrow above)	Click the Discoverer Viewer web link

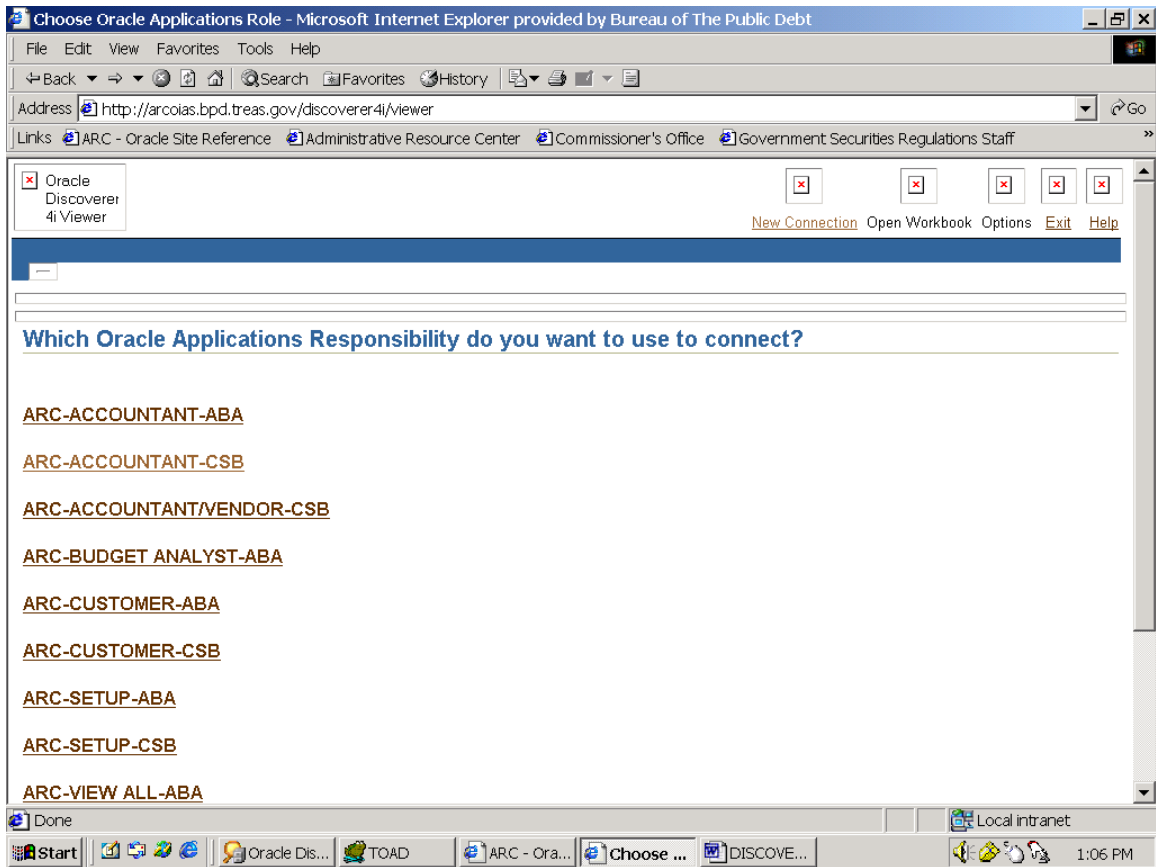


Enter the following:

Step Number	Field Name	Description	Step
1	Username	Oracle Financials Application Username	Enter your username
2	Password	Oracle Financials Application Password	Enter your password
3	Database	Database name	Enter the database to which you're connecting. "LIVE" will be populated automatically.

Note: Make sure the 'Oracle Applications User' checkmark box is checked as the example above shows.

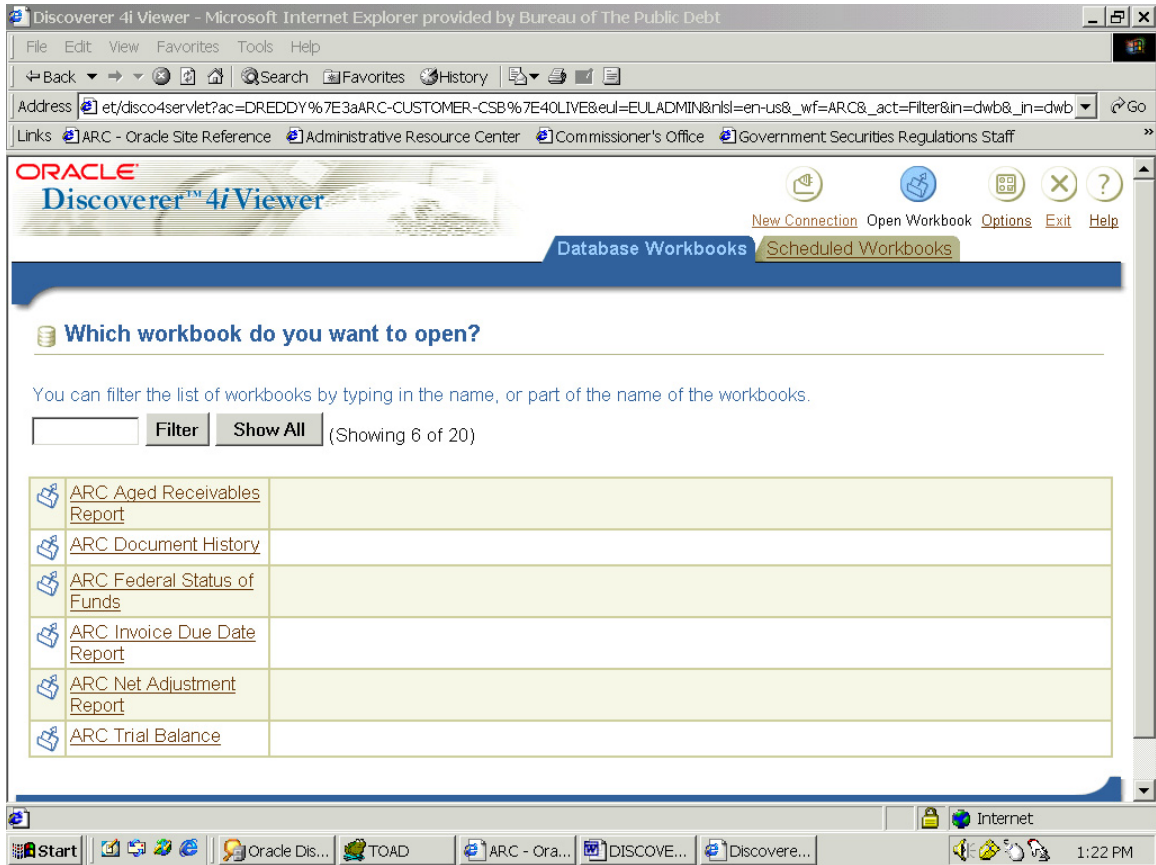
Choosing a Responsibility



Enter the following:

Step Number	Field Name	Description	Step
1	Responsibility	Oracle Financials Application Responsibility	Double Click the "Discoverer Responsibility"

Opening a Workbook



Enter the following:

Step Number	Field Name	Description	Step
1	Workbooks	Discoverer workbooks	Double click a workbook

Opening a Worksheet

Discoverer 4i Viewer: ARC FEDERAL STATUS OF FUNDS* ->Status of Funds (DREDDY @ trn) - Microsoft Internet Explorer provided b...

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address C-ACCOUNTANT-CSB~40trn&eul=EULADMIN&wb=ARC~20FEDERAL~20STATUS~20OF~20FUNDS*&nsl=en-us&ws=Status~20of~20Funds Go

Links ARC - Oracle Site Reference Administrative Resource Center Commissioner's Office Government Securities Regulations Staff

Oracle Discoverer 4i Viewer

New Connection Open Workbook Options Exit Help

ARC FEDERAL STATUS OF FUNDS* - Status of Funds

Run Query Table Layout Presentation Options Printer Friendly Version Export Data

Federal Status of Funds

29-SEP-01 01.28.28 PM

Period: SEP/01-01

Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1 00000000000000	.00	.00	700.00	89.00	789.00	100.00%	-789.00	100.00%
2 ABA3200RE01XX	2,000,000.00	.00	1,500.00	6,930.00	8,430.00	.42%	1,991,570.00	99.58%
3 ABA3200SE00XX	1,000,000.00	.00	1,743.00	300.00	2,043.00	.20%	997,957.00	99.80%
4 ABA3200SE01XX	4,000,000.00	291.00	6,001.00	29,126.21	35,418.21	.89%	3,964,581.79	99.11%
5 ABA3200SE02XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
6 ABAKIM1RE01XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
7 ABAKIM1SE01XX	1,000,000.00	.00	.00	.00	.00	.00%	1,000,000.00	100.00%
8 CSB3850SE01XX	4,500,000.00	20,000.00	12,290.00	5,424.00	37,714.00	.84%	4,462,286.00	99.16%

Local intranet 2:03 PM

A.

Enter the following:

Step Number	Field Name	Description	Step
1	Worksheets	Worksheets available for opening (see arrow A above)	Click a worksheet to open

Note: Often you must wait a few moments for the data to be retrieved.

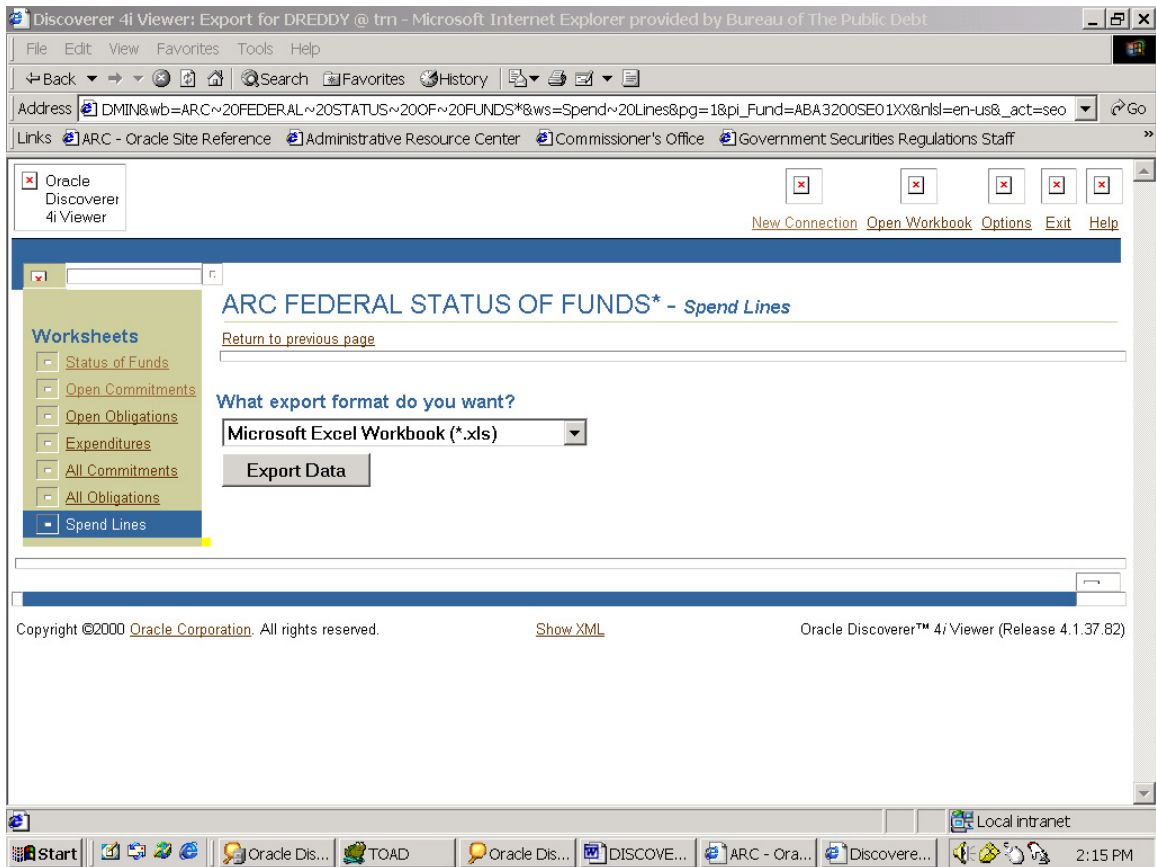
Exporting Worksheets to Excel

The screenshot shows the Oracle Discoverer 4i Viewer interface. The main window displays the 'ARC FEDERAL STATUS OF FUNDS* - Status of Funds' report. The report title is 'Federal Status of Funds' with a date of '29-SEP-01 01.28.28 PM'. The report includes a table with columns: Fund, Budget Authority, Commitments, Obligations, Expenditures, Total Actuals, % Used, Funds Available, and % Available. The table contains 8 rows of data. The 'Export Data' link is highlighted in the top navigation bar, and a black arrow points from it to the 'Export Data' link in the report's navigation bar.

Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1 00000000000000	.00	.00	700.00	89.00	789.00	100.00%	-789.00	100.00%
2 ABA3200RE01XX	2,000,000.00	.00	1,500.00	6,930.00	8,430.00	.42%	1,991,570.00	99.58%
3 ABA3200SE00XX	1,000,000.00	.00	1,743.00	300.00	2,043.00	.20%	997,957.00	99.80%
4 ABA3200SE01XX	4,000,000.00	291.00	6,001.00	29,126.21	35,418.21	.89%	3,984,581.79	99.11%
5 ABA3200SE02XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
6 ABAKIM1RE01XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
7 ABAKIM1SE01XX	1,000,000.00	.00	.00	.00	.00	.00%	1,000,000.00	100.00%
8 CSB3950SE01XX	4,500,000.00	20,000.00	12,290.00	5,424.00	37,714.00	.84%	4,462,286.00	99.16%

Enter the following:

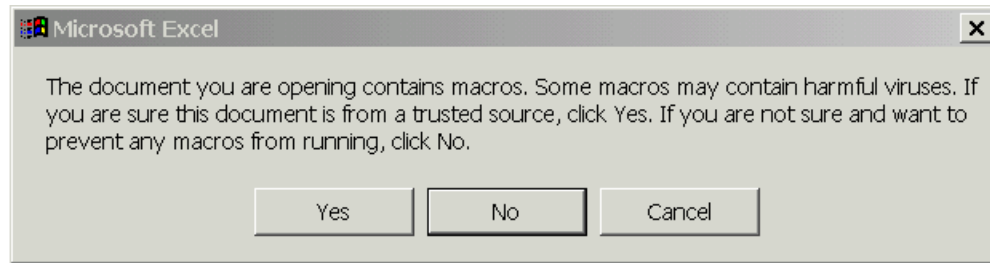
Step Number	Field Name	Description	Step
1	Export Data	Item (see arrow above)	Click the 'Export Data' item



Enter the following:

Step Number	Field Name	Description	Step
1	Export format	Exportable formats	Choose a format to export the data
2	Export Data	Button	Click the Button

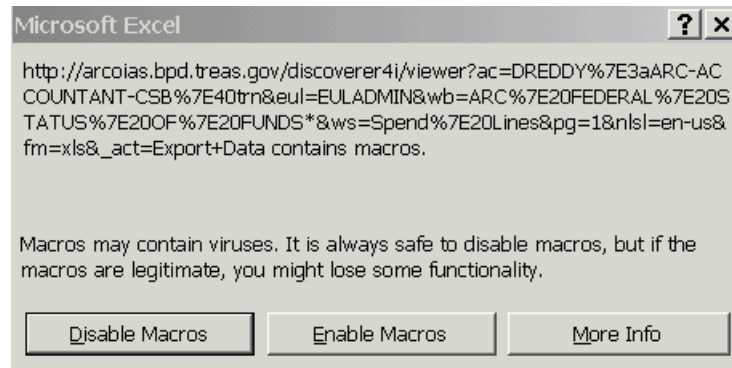
Note: After clicking the button a window will open similar to the one below explaining how the document contains macros.



Enter the following:

Step Number	Field Name	Description	Step
1	Yes	Button	Click the button

Note: Another window will open similar to the one below that further explains how the document contains macros.



Enter the following:

Step Number	Field Name	Description	Step
1	Disable Macros	Button	Click the button

Printing

The screenshot shows a web browser window titled "Discoverer 4i Viewer: ARC FEDERAL STATUS OF FUNDS* ->Status of Funds (DREDDY @ trn) - Microsoft Internet Explorer provided b...". The address bar shows a long URL. The main content area displays the report title "ARC FEDERAL STATUS OF FUNDS* - Status of Funds" and a sub-header "Federal Status of Funds 29-SEP-01 01.28.28 PM". A table with 10 columns (Fund, Budget Authority, Commitments, Obligations, Expenditures, Total Actuals, % Used, Funds Available, % Available) is visible. A black arrow points from the word "Printing" in the previous section to the "Printer Friendly Version" link in the top navigation bar of the report.

Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1 000000000000	.00	.00	700.00	89.00	789.00	100.00%	-789.00	100.00%
2 ABA3200RE01XX	2,000,000.00	.00	1,500.00	6,930.00	8,430.00	.42%	1,991,570.00	99.58%
3 ABA3200SE00XX	1,000,000.00	.00	1,743.00	300.00	2,043.00	.20%	997,957.00	99.80%
4 ABA3200SE01XX	4,000,000.00	291.00	6,001.00	29,126.21	35,418.21	.89%	3,964,581.79	99.11%
5 ABA3200SE02XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
6 ABAKM1RE01XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
7 ABAKM1SE01XX	1,000,000.00	.00	.00	.00	.00	.00%	1,000,000.00	100.00%
8 CSB3850SE01XX	4,500,000.00	20,000.00	12,290.00	5,424.00	37,714.00	.84%	4,462,286.00	99.16%

Enter the following:

Step Number	Field Name	Description	Step
1	Printer Friendly Version	Item (See arrow above)	Click the item

The printable HTML format opens as shown below after the preceding step.

Federal Status of Funds
29-SEP-01 02.21.06 PM

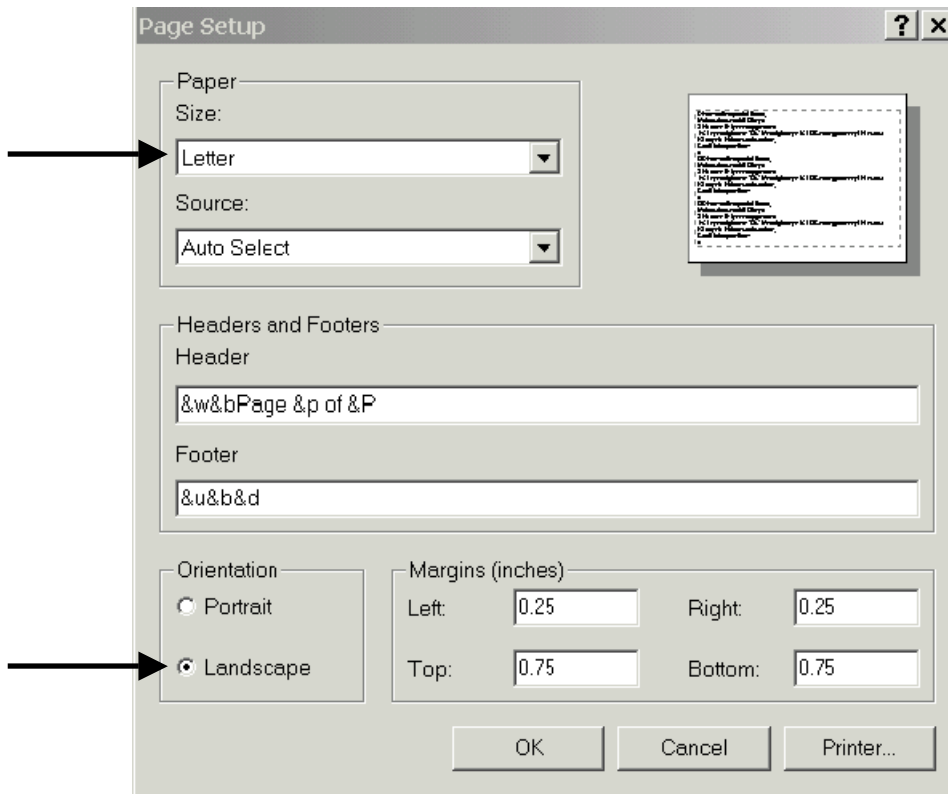
Period: SEP/01-01

	Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1	0000000000000	0.00	0.00	700.00	89.00	789.00	100.00%	-789.00	100.00%
2	ABA3200RE01XX	2,000,000.00	0.00	1,500.00	6,930.00	8,430.00	0.42%	1,991,570.00	99.51%
3	ABA3200SE00XX	1,000,000.00	0.00	1,743.00	300.00	2,043.00	0.20%	997,957.00	99.79%
4	ABA3200SE01XX	4,000,000.00	291.00	6,001.00	29,126.21	35,418.21	0.89%	3,964,581.79	99.36%
5	ABA3200SE02XX	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	100.00%
6	ABAKIM1RE01XX	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	100.00%
7	ABAKIM1SE01XX	1,000,000.00	0.00	0.00	0.00	0.00	0.00%	1,000,000.00	100.00%
8	CSB3850SE01XX	4,500,000.00	20,000.00	12,290.00	5,424.00	37,714.00	0.84%	4,462,286.00	99.38%
9	CSB3850SE0203	0.00	0.00	0.00	-30.00	-30.00	100.00%	30.00	100.00%
10	CSB3850SE02XX	0.00	0.00	0.00	-250.00	-250.00	100.00%	250.00	100.00%
11	CSB3850SE99XX	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	100.00%

Enter the following:

Step Number	Field Name	Description	Step
1	File - Print	Menu options	Select File - Print

Optional Print Capabilities



Note: Under File-Page Setup you have the option of changing the layout of the report to landscape and using legal size paper if necessary. Manipulating the margins is also an effective way of fitting the data on one page.

Drilling up/down

Discoverer gives end users the ability to drill up/down. Drilling down into data shows more detail, while drilling up summarizes the data. In the example below you can drill from the fund up to the treasury symbol. This would combine the funds using the same treasury symbol.

ARC FEDERAL STATUS OF FUNDS* - Status of Funds

[Rerun Query](#) | [Table Layout](#) | [Presentation Options](#) | [Printer Friendly Version](#) | [Export Data](#)

Federal Status of Funds
29-SEP-01 02.15.54 PM

Period: SEP/01-01

Fund	Expenditures	Total Actuals	% Used	Funds Available	% Available
1 000000C	89.00	789.00	100.00%	-789.00	100.00%
2 ABA320I	6,930.00	8,430.00	.42%	1,991,570.00	99.58%
3 ABA320I	300.00	2,043.00	.20%	997,957.00	99.80%
4 ABA320I	29,126.21	35,418.21	.89%	3,964,581.79	99.11%
5 ABA3200SE02XX	.00	.00	100.00%	.00	100.00%
6 ABAKIM1RE01XX	.00	.00	100.00%	.00	100.00%

Enter the following:

Step Number	Field Name	Description	Step
1	Three Dots	Drilling up/down	Click dots
2	ARC TS UP: Treasury Symbol	Drills up to treasury symbol	Check the box next to the field name

ARC TS DOWN:Customer
Fund
ARC TS UP:Treasury Symbol
Fund
ARC TS DOWN:Treasury Symbol
ARC TS UP:Customer

Note: Below is a list of options possible for drilling on Fund

You can select:

- **ARC TS UP: Treasury Symbol** to consolidate the funds into the treasury symbol.
- **ARC TS UP: Customer** to consolidate the funds into customer. (Thus, all funds combined.)
- **ARC TS DOWN: Treasury Symbol** displays both the fund and treasury symbol.
- **ARC TS DOWN: Customer** displays both the fund and 'CSB' which relates to the customer.

Discoverer allows users to Drill up/down in the following accounting flexfields

- Fund - drills to Customer and Treasury Symbol
- Ussgl - drills to first four digits of Ussgl
- Cost Center - drills to the first three, four, and six digits of Cost Center
- BOC - drills to MOC

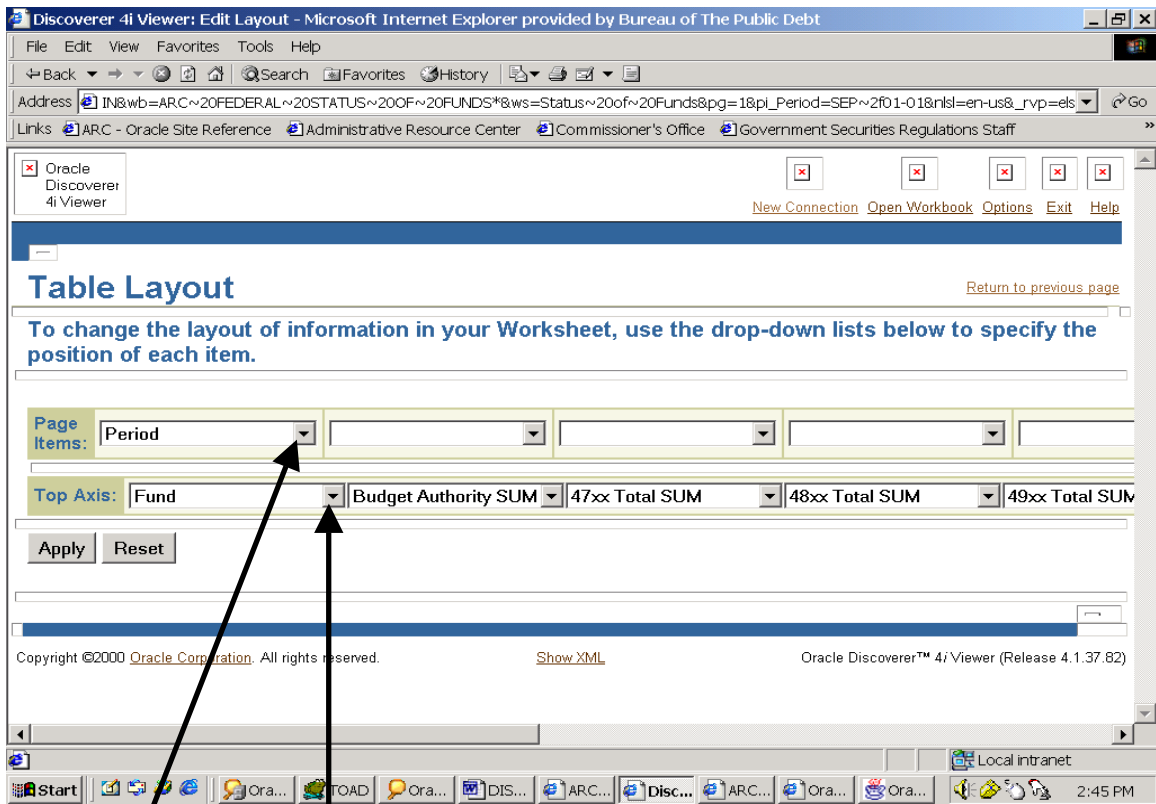
Table Layout

The screenshot shows the Oracle Discoverer 4i Viewer interface. The main report title is "ARC FEDERAL STATUS OF FUNDS* - Status of Funds". Below the title, there are links for "Rerun Query", "Table Layout", "Presentation Options", "Printer Friendly Version", and "Export Data". The "Table Layout" link is highlighted with a black arrow. The report displays a table with columns: Fund, Budget Authority, Commitments, Obligations, Expenditures, Total Actuals, % Used, Funds Available, and % Available. The table contains 8 rows of data.

	Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1	00000000000000	.00	.00	700.00	89.00	789.00	100.00%	-789.00	100.00%
2	ABA3200RE01XX	2,000,000.00	.00	1,500.00	6,930.00	8,430.00	.42%	1,991,570.00	99.58%
3	ABA3200SE00XX	1,000,000.00	.00	1,743.00	300.00	2,043.00	.20%	997,957.00	99.80%
4	ABA3200SE01XX	4,000,000.00	291.00	6,001.00	29,126.21	35,418.21	.89%	3,984,581.79	99.11%
5	ABA3200SE02XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
6	ABAKIM1RE01XX	.00	.00	.00	.00	.00	100.00%	.00	100.00%
7	ABAKIM1SE01XX	1,000,000.00	.00	.00	.00	.00	.00%	1,000,000.00	100.00%
8	CSB3950SE01XX	4,500,000.00	20,000.00	12,290.00	5,424.00	37,714.00	.84%	4,462,286.00	99.16%

Enter the following:

Step Number	Field Name	Description	Step
1	Table Layout	Item (See arrow above)	Click the item



B.

A.

In order to rearrange or hide columns contained in your worksheet follow the procedures below. In the following example we will change the columns of 'Fund' & 'Period.'

Enter the following:

Step Number	Field Name	Description	Step
1	Fund	Field in worksheet	Select the drop down list next to the item and select the blank or null field. (See Arrow A above)
2	Formerly Period (now null)	Field in worksheet	Select the drop down list next to the item and select the Fund column (See Arrow B above)

Example of worksheet after the above change has been made.

ARC FEDERAL STATUS OF FUNDS* - Status of Funds

Rerun Query | Table Layout | Presentation Options | Printer Friendly Version | Export Data

Federal Status of Funds
01-OCT-01 09.55.11 AM

Fund: ABA3200RE01XX

Period	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1 OCT/01-02	.00	.00	.00	.00	.00	100.00%	.00	100.00%
2 OCT/ADJ/01-02	.00	.00	.00	.00	.00	100.00%	.00	100.00%
3 OCT/ADJ/01-02	.00	.00	.00	.00	.00	100.00%	.00	100.00%
4 SEP/01-01	2,000,000.00	.00	1,500.00	6,930.00	8,430.00	.42%	1,991,570.00	99.58%
5 SEP/ADJ/01-01	2,000,000.00	.00	.00	.00	.00	.00%	2,000,000.00	100.00%
6 SEP/ADJ/01-01	2,000,000.00	.00	.00	.00	.00	.00%	2,000,000.00	100.00%

Note: If you are unable to obtain the desired format through the Viewer call an individual at your organization or your ARC representative that has the Discoverer End User. They will be able to adjust the workbook to your desired format.

Bookmark Pages

Discoverer Viewer allows users to bookmark their favorite worksheets through the web browser for easier access. This task is accomplished exactly like you would bookmark any other web page.

Additional Options

NULL Values - In order to remove 'NULL' from your reports simply select 'Options' from the upper right hand corner of Viewer. Next, select 'Worksheets' and change the value in the 'Show null values as' field to a blank field by deleting 'NULL'.